

FAST Finance Reporting How-To Sheets

How do I log into the Finance Reporting application?

This how-to sheet outlines the steps required to:

- Log into the FAST Finance Reporting application.

What is Finance Reporting used for?

- Viewing financial data for an index (e.g. departmental funding source, award).

How do I get access to the Finance Reporting application?

- Access to Finance Reporting is automatically granted to those with financial access to an index.
- **TIP:** The Financial Access and Authority Management (FAAM) tool is used to request or to remove financial access to an index for yourself or someone else via Carleton Central. Visit carleton.ca/facts/faam for how-to sheets related to this topic.

Definition of index:

- An [index](#) is a short code for the **F**und and **O**rganization (also called org) portions of the FOAPAL accounting string.
- For example,
 - Departmental Index: 100000 498 becomes D498
 - Ancillary Index: 120000 621 becomes A621
 - Research Index: 315774 166 becomes 315774

STEPS

1. Enter this URL into an internet browser.

<http://www.carleton.ca/fast>

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2. Enter MyCarletonOne credentials.

Tip: Your MyCarletonOne credentials are the username and password that you use to sign into your Carleton workstation and many other applications on campus.

Note: This system is DUO enabled (carleton.ca/its/duo).



Welcome to the Carleton SSO Portal.
Enter your **MyCarletonOne** username and password.

A green arrow points to a login form with two input fields: "Username" and "Password". The form is enclosed in a green rounded rectangle.

Sign in

Forgotten your [Password?](#)

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3. Click on 'Finance Reporting' in the menu on the left.

The screenshot shows the MyRe\$earch portal interface. On the left is a navigation menu with items: Application Info, MyResearch, Pinned Reports, Training Videos, Budget and Forecasting, Finance Reporting (highlighted with a green box and a green arrow), Journal Vendors, and Research Administration. The main content area features a "MyRe\$earch" header, a help link, and a table with columns: Fund, Title, Agency, End Date, Principal Inv., Authority, and Balance. Below the table is explanatory text about accessing grant information and transaction details.

4. This is the home screen for the FAST Finance Reporting application.

Carleton UNIVERSITY Canada's Capital University

Operating Statement Help

Home

Application Info

Dashboard

Pinned Reports

Training Videos

My Schedule

Finance Classic Reporting

Finance Reporting

Research Administration

Finance Reporting

Please input your desired report parameters.
You can click on the magnifying glass to lookup a field.

Chart(s): M - Carleton University Trial COA

Index:

Fund:

Orgn:

Acct:

Prog:

Actv:

Fund Type:

Acct Type:

Fiscal Period: Oct-2019 (Open)

Report: Operating Statement

Reset Parameters ENTER

If you prefer you can simply leave all the input boxes blank and click the ENTER button. This will produce a report summarizing all of your accounts.

Note: You can enter multiple values in any field by separating them with a comma. You can also enter a range in any field by separating the two values with a colon. You can also use the % character as a wildcard.

5. Click on the logout icon button to exit the application.



What next?

- Visit the [FACTS' FAST Finance Reporting tools and support page](#) to find more how-to sheets.
- Questions about the system? Email financial.systems@carleton.ca